

General National Archives  
 Services .. and  
 Administration Records Service Washington, DC 20408

Date : August 1, 1978

Reply to : NCD [Records Disposition Division, Office of Federal Records Centers, NARS]

Subject: Final report on appraisal procedures for accessioning records for the Presidential libraries

To : Deputy Archivist of the United States - ND

This report lists the recommendations of the committee which you convened on May 22, 1978, to determine appropriate appraisal procedures for Federal records that may be appropriate for deposit in a Presidential library. Participants at the meeting were:

NL - Dick Jacobs and Maygene Daniels [Office of Presidential Libraries]  
 NN - Jane Smith and Clarence Lyons [Office of the National Archives]  
 NC - Tom Wadlow and Ron Heise [Office of Federal Records Centers]

The committee is in agreement on the following points:

1. NL does not have delegated authority to accession records into the National Archives and should not be given such authority.
2. Federal records transferred to a Presidential library should be accessioned by the National Archives, not given to a Presidential library as reference material or donated records.
3. Preferably, NL should not be the unit of archival control for any record group.
4. NL should concur in any accession or disposal job concerning records of potential interest to any Presidential library or the incumbent Presidential administration.
5. The best method for accessioning records for NL is to have the unit of archival control accession the records and transfer them to NL.

The Committee also agreed that the following appraisal procedures should apply to records of interest to NL:

1. NCD appraises the records covered by an accession or disposal job as not meeting the normal standards for archival retention.
2. NCD forwards the draft appraisal report and supporting papers to the NARS unit of archival control for informal concurrence. If NCD believes that the records may have value to one or more Presidential libraries, NCD simultaneously will forward a copy of the draft appraisal report and supporting papers to NL for review. (If NCD has not done so and the unit of archival control believes that the records may have value to one or more Presidential libraries, it may forward a copy of the draft appraisal report and supporting papers to NL.)

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3. NL will review the job and, if necessary, forward it to the appropriate library for comment. If necessary to permit consultation with subject specialists in Presidential libraries, NL can request and receive from NCD an extension of the normal 30-day deadline for action on a job. If necessary, NL can examine the records on the basis of arrangements made by NCD.

4. In cases in which NL believes that the records have sufficient research value relative to the holdings of a Presidential library to warrant accessioning by the National Archives and subsequent transfer to a Presidential library, NL will forward their written justification to NCD through the unit of archival control. In cases in which NL believes that the records do not have such research value, it will so notify NCD through the unit of archival control.

5. NCD will prepare an appropriate appraisal report (GSA Form 7238 or 7239, depending on whether the action is an accession or disposition job) and forward it to the unit of archival control and NL for formal concurrence. If it has been determined that the records warrant accessioning by the National Archives, NCD will formally note under the comments section of the appraisal report that the records have sufficient research value relative to the holdings of a Presidential library to warrant permanent retention by the Federal government.

6. The unit of archival control will formally accession records covered by an accepted offer and transfer them to NL under established procedures.

The concerned office heads, NC, NL, and NN, have reviewed these recommendations and have indicated their concurrence.



THOMAS W. WADLOW

Director

Records Disposition Division

Approved by NL, 8/8/78

J. E. O. H.